

FACILITIES MAINTENANCE SPECIALIST-ADVANCED
Division of Facilities Development & Management
Bureau of Building Management - Group 1

Position Summary

Under the general direction of the Buildings and Grounds Superintendent, perform work for inspecting, repairing, and maintaining heating, ventilation, air conditioning, plumbing and electrical systems at the Wilson St. State Office Building and other state-owned and leased buildings within the Bureau of Building Management.

Goals and Worker Activities:

45% A. Under the supervision of the Buildings and Grounds Superintendent, perform semi-skilled work of a heavy physical nature related to the mechanical repair and preventive maintenance activities at the state office buildings and other state-owned assets.

A1. Make daily inspections of building and equipment and notify supervisor of problems. Take daily meter readings of utilities servicing assigned buildings.

A2. Start, stop and operate commercial HVAC units including chillers, air conditioners, walk-in freezers/ refrigerators, air compressors, and fans. Provide minor service and repair pumps, strainers, condensing units and valves.

A3. Perform and maintain chemical water treatment and water testing program for HVAC chiller tower water and chilled water loops. Record all findings and maintain the proper chemical levels for the appropriate application.

A4. Repair, replace, or rebuild couplings, drives, shafts on rotating equipment. Repair, replace or rebuild pumps, air compressors and electric motors. Inspect, maintain, repair or replace sheaves, belts, bearings, and keep component parts in alignment.

A5. Inspect, maintain and repair pipes, coils, pneumatic temperature and humidity valves, steam traps and steam reducing valves.

A6. Perform other mechanical repair projects as required, directed or assigned. Inspect and correct problems related to above. Keep records of maintenance.

A7. Operate, update and maintain computerized management systems including the Automated Building Management System (BMS) and the Computerized Maintenance Management Systems (CMMS). Work with supervisors, staff and contractors to update or repair the systems as needed. Maintain records of any changes or repairs made to the systems.

A8. Access and interpret Direct Digital Control system (DDC) to trend system performance and to initiate adjustments.

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30% B. Perform preventive maintenance, mechanical repair, construction, and remodeling work. Work with craftworkers, building maintenance staff, laborers and facility repair workers to accomplish assigned tasks.

B1. Work with the steamfitters and other maintenance mechanics in monitoring, operation, adjustment, and repair of boilers, air handling units, and other HVAC equipment. Perform minor sheet metal fabrication, ironwork, bench work, cutting and welding as required.

B2. Work with electrician in pulling new wires. Inspect, maintain, and repair various types of electrical equipment including the replacement of switches, outlets, and cords.

B3. Work with masons and painters in preparation and repair work. Perform caulking, pointing, and maintenance painting work. Repair or replace door closures, operators, locks, locksets, hardware, partitions and install walls, ceilings and flooring.

B4. Work with a plumber in maintaining piping and plumbing systems. Refill restroom supplies when required. Inspect, maintain and repair plumbing equipment such as pipes, valves, faucets, water softeners and other fixtures.

B5. Assist in remodeling and construction projects as required or directed. Assist In determining problems and making minor repairs. Keep accurate records of all maintenance related activities for the building.

B6. Repair or replace door closures, operators, locks, locksets, hardware, partitions and install walls, ceilings and flooring.

25% C. Perform other duties as assigned.

C1. Respond to building tenant work requests.

C2. Work with Audio/Video Technician as required to deliver, setup and operate audio and AV equipment for live events, teleconferencing, and security needs.

C3. Respond to building emergencies and make immediate decisions in the absence of management. Direct, or make immediate repairs in emergency situations.

C4. Maintain shops, work areas, garages, and storage areas on a routine basis or as necessary to maintain a clean and safe work environment.

C5. Provide services in moving furniture or equipment as required or directed.

C6. Maintain equipment documentation, external charges, and time reporting by utilizing the CMMS.

C7. Notify supervisor of equipment and facilities in need of repair or replacement.

FACILITIES MAINTENANCE SPECIALIST-ADVANCED
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C8. Assist with the maintenance of grounds and walkways, including lawn care, snow removal, and planting when necessary.

C9. Perform other work assigned, which may include tasks not specifically enumerated above, necessary to meet the operational needs of the bureau.

Knowledge, Skills, and Abilities:

1. Ability to make daily inspections of building and equipment and notify supervisor of problems.
2. Ability to take daily meter readings of utilities servicing the facility.
3. Ability to maintain, adjust, and calibrate thermostats, pneumatic temperature, and humidity controls, damper operators, zone valves.
4. Ability to record meter and gauge readings.
5. Ability to start, stop, and operate HVAC components.
6. Maintain chemical treatment program.
7. Ability to maintain and adjust building management system (BMS) controls for heating, air conditioning, and ventilating equipment.
8. Ability to perform routine preventive maintenance on maintenance and grounds equipment as required.
9. Ability to enter charges and time records into computerized maintenance management system (CMMS).
10. Ability to plan, implement and maintain a preventative maintenance schedule of building mechanical equipment, perform or assist contractors and other staff in building remodeling and repair efforts, including electrical, carpentry, plumbing and HVAC work.
11. Excellent communication skills.
12. Ability to maintain effective working relationships with fellow workers, tenants, and management.
13. Ability to learn and perform all essential job functions accurately and safely with minimal supervision.
14. Basic mathematical skills, including addition, subtraction, multiplication and basic algebra, necessary to complete work.
15. Ability to perform duties promptly and efficiently under the pressure of deadlines and with interruptions.
16. Ability to maintain documentation and records.
17. Ability to work independently and use sound judgment.
18. Basic knowledge and skill in paper and electronic record keeping and inventory practices, procedures, and supply ordering.
19. Basic knowledge of the organization of resources, materials, and equipment.
20. Intermediate knowledge of customer service skills.
21. Ability to be flexible to meet the needs of the customers.
22. Ability to work with various staff on a project-by-project basis.
23. Ability to conduct work with attention to detail.

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Special Requirements:

- Ability to work some nights and weekends to respond to critical building issues, conduct preventive maintenance and care of assigned buildings.
- Valid driver's license and the ability to meet DOA Fleet standards required to drive state-owned vehicles for the performance of job duties.

Physical Demands:

- The worker must be able to perform the physical job demands throughout the workday with or without a reasonable accommodation. A reasonable accommodation is a modification to the job, an employment practice, or the work environment that permits the employee to perform his or her job duties successfully, without causing significant difficulty or disruption in the workplace, or posing a health or safety threat.

Working conditions and environment:

- Ability to work in various environments without adverse physical reaction, e.g. within extreme temperature ranges; outdoor in the summer and winter; in hot, noisy, dirty or dust-filled areas; at heights above 30 feet, etc.